2023-24 Out-of-School Time (OST) Grants
SHOULD WE APPLY?

Potential applicants often ask, "Should our organization apply for this grant"? There is no simple answer to this question. First, you should know that the Michigan Legislature has allocated an unprecedented $50 million intended to increase the number of children and youth access to Before- and After- School and Summer learning programs, accelerate learning, and help reduce costs to families for participation.

There are many questions to consider to help you make the decision to apply. This document is organized with the questions (Q) to consider to help you plan for an application for a grant this year.

Q: Are we eligible to apply?
Yes, if you can check any of the following:
 - ☐ Non-Profit Community-Based Organizations (CBOs)
Exempt from federal income tax under section 501(c)(3) of the internal revenue code, 26 USC 501.
 - ☐ Institute of Higher Education
College or University
 - ☐ Community or Adult Education Program
Usually connected to a public school but not eligible for school-aid funds
 - ☐ A Public Library
 - ☐ A Local Government
Usually Parks & Recreation or City/Township Sponsored OST Program
 - ☐ An Intermediate School District

Q: OK, we are eligible. What do we do next?
Complete the Intent to Apply form. We need just the basics to know how many applications we may receive. You will enter the legal name of your organization, the main contact information, approximately how many sites you will include, and the authorizing official (CEO, Director, Superintendent, etc.). The number of sites can be changed at the time you begin completing the proposal. The Intent to Apply is linked here:
https://mdoe.state.mi.us/GEMS/User/SSOLanding.aspx?qcode=i7tf9rfx

Q: What if we change our minds and decide not to apply?
That is fine. We will have support during the next year to assist you with future planning to apply for the next potential round of OST funding. Some may find that this is not what

they thought it was going to be. It is better to complete an intent and not apply than to not complete one and decide later you should have applied.

Q: How much money can we receive?
That will depend on the amount of programming you will provide, how many students you propose to serve, and how many sites you include. The minimum amount will be $10,800 and the maximum amount will be $234,000 per site. The Grant Range and Funding Limits are explained in the 20*23-24 OST Grant Application Information* posted at www.michigan.gov/mde/ost.

Q: Do we have to serve all of the grades, K-12?
No, you may serve ANY or ALL of the grades. However, these funds are not for preschool programs. You MAY serve children in the summer transitioning into kindergarten from preschool.

Q: Do we have to serve only low-income children and youth?
Legislation requires that priority be given to communities with a higher percentage of free and reduced meal-eligible students. However, it does not limit programming to only low-income students.

Q: We will have only one site does that make me less likely to receive funding than a larger program or a statewide organization applying on behalf of several sites?
No, the number of sites does not matter. Single-site programs in low-income or under-represented areas of the state may be MORE likely to receive a grant than a larger competitor.

Q: What happens if we operate at a different site/location during the summer? Or, what if we combine multiple sites in the summer?
This application will accommodate this situation without a reduction in funds as long as the summer site still serves a similar number of children and youth who attended the school year location. Combined summer programs will not need to apply as a separate site/location. This will maximize the overall priority and application score. If your organization has special circumstances, please contact our office at MDE-OST@Michigan.gov

Q: What else do we need to know to write a competitive application?
- READ all instructions carefully.
- Fill in ALL text boxes (some will have a limitation on the type of answers allowed).
- DO NOT skip anything.
- Be sure to enter accurate information about each site(s).
- Think about how much it will cost to implement the program as well as other costs this might create for your organization.
- Review the 20*23-24 Out-of-School Time (OST) Grants Use of Funds* document posted to www.michigan.gov/mde/ost.
- Write as much detail as you can fit into the allotted sections so that a reviewer (someone who does not know your program) can understand what the children, youth, and adults will be doing.

- Special characters are prohibited in the application (no use of *, #, &, etc.)
- Write clear, detailed responses to all items listed in the 3 points columns of each row of the rubrics for each section. (see example rubric row below).

NOTE: This is a SAMPLE rubric that will NOT be included in this application.

Review the row number and the columns designated by the point value. Some of the rubrics may have multiple rows. As you look at the columns note the **bolded** words these are clues to what must be included to receive the highest score.

Organize your responses in a way that will help the reviewers find exactly which rubric you are addressing. DO NOT use statements like "see attached" or include anything **not** contained within the allowed spaces.

You may want to type answers in a word processing document and copy them into the form. Keep in mind that the form may not count characters exactly the same way as the document does. Be sure to PROOFREAD your sections within the online application. All text will be converted to plain text. No charts or special formatting will copy into the online form. Use of special characters is prohibited (no #, *, &, etc.)

Row	0 points	1 point	2 points	3 points
No.	The application:	The application:	The application:	The application:
1	does **not** include the project abstract.	is **missing** sections of the required elements of the project abstract or sections are labeled "**see attached.**"	contains **all** elements required of the project abstract (Statement of Need, Description of Project, Project Outcomes/ Evaluation Plan, and Qualifications of Key Personnel).	contains **all** elements required of the project abstract (Statement of Need, Description of Project, Project Outcomes/ Evaluation Plan, and Qualifications of Key Personnel); clearly **AND** succinctly gives enough information on one page so that it can stand alone for public presentation.

PLEASE contact us with additional questions and assistance with the application MDE-OST@Michigan.gov. BEST OF LUCK!!!